

**BY ORDER OF THE COMMANDER
341ST SPACE WING**

**AIR FORCE MANUAL 23-110, VOLUME II,
PART TWO, CHAPTER 13**



**341ST SPACE WING
Supplement 1**

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Supply

TURN-IN PROCEDURES

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The OPR for this supplement is PMI-DCSI SBSS (Mrs. M. Budzienski). This supplement implements and extends the guidance of AFMAN 23-110, Volume II, Part Two, Chapter 13, **Turn-In Procedures**. This supplement describes Malmstrom Air Force Base's (MAFB) procedures for use in conjunction with the basic AFMAN. This supplement applies to all personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, MAFB. Maintain and dispose of records created as a result of prescribed processes in accordance with AFI37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document correct paragraph numbering, and deletes specific references to DRMO, DD Forms 1348-1 and turn-in containers. A bar (|) indicates revisions from the previous edition.

13.3.1. Pickup and Delivery picks up repair cycle and equipment assets for on-base organizations.

13.3.4.1. No alternate turn-in points are designated.

13.6.5. When paperwork-only turn-ins are received, Receiving ensures all mandatory entries are made and documents stamped "DOCUMENT CONTROL" and "PROPERTY NOT PHYSICALLY PROCESSED THROUGH BASE SUPPLY."

13.18.2. **(NOTE):** Receiving processes equipment turn-ins.

13.27.1. Repair Cycle processes DIFM turn-ins.

13.27.3. Pickup and Delivery is responsible for DIFM pick up.

13.33.1. Process equipment turn-ins using post-post procedures.

13.34.1.4. Turn-ins are not accepted by telephone or e-mail.

13.35. Receiving processes P-deck turn-ins. Use the document flows cited in Attachments 13E-2 and 13E-4.

13.44. (Added) Land Mobile Radio (LMR) equipment turn-ins require prior approval and signature of the LMR System Manager.

13A1.1.3. Process equipment turn-ins using post-post procedures.

13C1.6.3.2. Forward copy 2 to Repair Cycle for turn-ins of MDR exhibits and items in litigation.

Table 13C2.3. (Added) Turn-in Serial Numbers.

Serial Numbers	Activity
0001-0399	Customer Service
0400-0499	Customer Service (Hazmart)
0501-0520	341 MMXS/MXMW
0521-0599	Repair Cycle
0600-0800	819 RHS/LGS
1100-1499	Receiving/Inspection
1400-1900	Missile Material Control
3000-4000	341 CS/SCMD
4500-5000	CE Material Control
7000-7199	341 LRS/LGRVM
8500-8999	341 CS/SCMD (CAMS)

NOTE: 1. Assign tote box/hold bay location prior to processing.

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